Direct Links to Instructions

Link directly to any instruction available on the CalATERS website.

Instruction	Detailed	Quick	Demo
	Detailed	Quick	Deillo
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Using Acrobat Reader		<u>Quick</u>	
Get Started & New User Registration			
Key Features		<u>Quick</u>	
New User Registration	<u>Detailed</u>	<u>Quick</u>	<u>Demo</u>
CalATERS Presentation			<u>Demo</u>
Travel Advance & Expense Reimbursement			
Employee Instructions			
CalATERS Presentation			Demo
CalATERS Work Flow and Forms Processing	Detailed		
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Work Queue Overview	Detailed		
Update Your Profile	Detailed		
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Assign a Preparer		Quick	
Assign a Submitter		<u>Quick</u>	
Create Travel Advance	<u>Detailed</u>	Quick	
Misc. Actions Travel Advance	<u>Detailed</u>		
Archive, Cancel, Delete and Change Forms			
Create Expense Reimbursement	<u>Detailed</u>	<u>Quick</u>	
Specialized Account Coding	<u>Detailed</u>	<u>Quick</u>	
Long Term Assignment	<u>Detailed</u>		
Non-Travel (Overtime Meals, Personal Auto)	<u>Detailed</u>		
Misc. Actions Expense Reimbursement	<u>Detailed</u>		
Archive, Cancel, Delete and Change Forms			
Preparer Instructions			
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Long Term Assignment	Detailed		
Non-Travel (Overtime Meals, Personal Auto)	<u>Detailed</u>		

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Submitter Instructions			
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Create Expense Reimbursement	<u>Detailed</u>	Quick	
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Long Term Assignment	Detailed		
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Approve Travel Advance	Detailed	Quick	
Misc. Actions Travel Advance	Detailed		
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Misc. Actions Expense Reimbursement	Detailed		
Archive, Save and Returned Forms			

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Misc. Actions Travel Advance	Detailed		
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Travel Advance Process	Detailed		
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CalATERS Reports			
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How to Access CalATERS Reports	<u>Detailed</u>	<u>Quick</u>	
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